

REQUEST FOR COURT RECORDS

PURSUANT TO RULE 29, RULES OF THE SUPREME COURT, AND THE SUPREME COURT RECORDS RETENTION AND DISPOSITION SCHEDULE, SOME RECORDS DUE TO LONGEVITY WILL NOT BE AVAILABLE.

I acknowledge and understand that a Research Request Fee of Thirty-Four dollars (\$34.00) will be charged for each name search, up to three (3) names or three (3) separate cases (separate form required for each name request) and additional fee(s) will be assessed for copies or certification of case information.

I REQUEST: ☐View only - No fee-view at court from 8AM-5PM Mon-Fri
☐Copies only (\$34 research fee plus \$.50 per page)
☐Audio CDs (\$17 per CD)
☐Certification (\$17 per certification in addition to all other applicable fees)

OF THE FOLLOWING DOCUMENTS:

☐Complaint ☐Notice of Appearance of Counsel ☐Waiver of Counsel
☐Plea Proceedings ☐Judgment of Guilt ☐Sentence Information
☐MVD Abstract ☐Fingerprint
☐Other (specify) _____

FOR THE FOLLOWING INDIVIDUAL:

First Name	Middle Name	Last Name	Date of Birth	Social Security #
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FOR THE FOLLOWING CASE:

Case # _____ Complaint # _____ Date of Incident _____

Type of Charge _____

My relationship to this individual is: _____

These documents are for:

- ☐ Personal, non-commercial use. I am aware of the penalties for conversion to commercial use.
☐ Commercial use. I certify that the specific use to which these documents will be put is:

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Name of Requestor (print) Signature of Requestor

Address City State Zip Code

Documents will be held for thirty (30) days from the date of completion.

- ☐Please call me at _____ between 8:00 a.m. and 5:00 p.m. weekdays for payment and/or pickup.
☐Please fax payment and pickup information to me at _____
☐Please mail to me at _____

The Court Fee(s) are as follows:

Research/Minimum Clerk Fee @ \$34 per request	\$ _____
Copy/Copies @ \$.50 per page	\$ _____
Certification @ \$17 per case	\$ _____
Audio CD @ \$17 per CD	\$ _____
Other	\$ _____
TOTAL AMOUNT DUE	\$ _____

Court Clerk initials receiving request	Date
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Court Clerk initials completing request	Date
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Notes:

REQUEST FOR RECORDS

Please note that if you are not requesting copies of records but are only inquiring about the status of a case, or to confirm an upcoming court date, the requestor may call Yuma Municipal Court at 928-373-4800.

If you are requesting copies of documents or records from the Yuma Municipal Court, pursuant to the Supreme Court of Arizona, Rule 123, Public Access to Judicial Records of the State of Arizona, the requestor must submit a records request form in person, by mail, or facsimile at (928) 329-2876, Attention: Records. Records request forms are available on the City of Yuma Municipal Court web page, or in the court lobby. A fee will apply. A court representative will contact you by phone when the records are ready. Telephone requests will not be accepted. Records will not be returned by facsimile, except to government agencies.

Pursuant to Rule 29, Rules of the Supreme Court, and the Supreme Court Records Retention and Disposition Schedule, records more than 5-7 years may not be available. The fees for copies of court documents/records are as follows:

RESEARCH FEES

Any and all requests to complete a name search in order to obtain case information will be subject to a Research Request Fee (A.R.S. 22-404). A research request fee may include up to three (3) names per request or three (3) cases per name. The fee for the research request is thirty-four dollars (\$34.00). If copies or certifications are requested on a case, additional fees will apply. Fees will not be waived.

COPY FEES

All copy requests are subject to a fifty-cent (\$0.50) per page fee (A.R.S. 12-115).

CERTIFICATION FEES

A seventeen-dollar (\$17.00) certification copy fee will be charged on each case. In addition to the certification fee, a fifty-cent (\$0.50) per page copy fee will be assessed.

AUDIO FEES

An audio request may be made for matters that have been digitally recorded. An audio fee will be assessed at the rate of seventeen dollars (\$17.00) per CD.

FORMS OF PAYMENT

Payment may be made in the form of money order, bank certified check, personal check, credit/debit card, or if paying in person, cash is acceptable. A \$50.00 charge will be assessed on all Non-Sufficient Funds checks.

PAYMENT IS DUE IN FULL PRIOR TO SERVICES BEING RENDERED OR RELEASE OF ANY INFORMATION.